Idaho State Department of Agriculture

<u>EMPLOYEE EXIT CHECKLIST</u>

<mark>*(To be completed by supervisor…then returned to Human Resources for employee's personnel file.)*</mark>

Employee's Name: _____

Supervisor's Name: _____

Termination Date: _____ Date Checklist Completed: _____

- **Forwarding Address/Telephone Number if Moving** (Please forward this information to Human Resources so employee's W-2 is addressed correctly.)

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- **Final Time Record(s)**   Yes_____   No_____   NA_____

- **Final Travel Claim(s)**   Yes_____   No_____   NA_____

- **ID Card and/or Building Access Card**
                                    Yes_____   No_____   NA_____

- **Keys:**

    o **Desk**   Yes_____   No_____   NA_____
    o **File(s)**   Yes_____   No_____   NA_____
    o **Vehicle**   Yes_____   No_____   NA_____
    o **Building**   Yes_____   No_____   NA_____

- **State Fax Machine**   Yes_____   No_____   NA_____

- **State Copy Machine**   Yes_____   No_____   NA_____

- **State Automobile**   Yes_____   No_____   NA_____

- **State Tools**   Yes_____   No_____   NA_____

- **State Manuals/Workbooks** Yes_____   No_____   NA_____

- **State Cell Phone**   Yes_____   No_____   NA_____
  (Please return Cell Phone to ISDA Fiscal Section.)

- **P-Card**   Yes_____   No_____   NA_____
  (Please return P-Card to ISDA Fiscal Section.)

- **Phone Credit Card**   Yes_____   No_____   NA_____
  (Please return Phone Credit Card to ISDA Fiscal Section.)

- **Gas Credit Card**   Yes_____   No_____   NA_____
  (Please contact ISDA Fiscal Section to cancel PIN Number.)

- **Building Access Code**   Yes_____   No_____   NA_____
  (Please contact ISDA Fiscal Section to cancel Access Code.)

- **State Computer Software** Yes_____   No_____   NA_____

- **Computer and ISDA Info. Contained on Computer**
                                  Yes_____   No_____   NA_____
  (Please contact IT, 332-8516, to handle computer issues.)

- **Inform IT of Termination** Yes_____   No_____   NA_____
  (Please have Administrator/Supervisor complete the attached
  "Personnel and System Exit Worksheet" and deliver it to ISDA IT
  staff prior to employee's departure.)

- **Exit Interview**   Yes_____   No_____   NA_____
  (Please contact Ken Miracle, Human Resource Officer, 332-8521.)

- **Other:**

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11/13/03